Indiana First Steps
Quick Reference Guide

Provider Account Management

Version 1.0   February 2009

www.infirststeps.com

Table Of Contents

Overview

Welcome to the Indiana First Steps Quick Reference Guide. The purpose of this manual is to provide you with a quick reference guide that will help you quickly learn how to use the major functions of the Indiana First Steps web application.

This manual is a trimmed-down version of the Indiana First Steps Reference Manual, and was designed to step you through, from the first page to the last, many of the major tasks that can be performed in the Indiana First Steps web application. The instructions in this manual are designed from beginning to end.

As you can see, this manual is an excellent resource for quickly gaining an understanding of the application. The manual is divided into a few distinct areas. Take a minute to look at the Table of Contents and flip through the manual to familiarize yourself with the information it holds so that the next time you need a piece of information quickly, you'll know where to find it.

Getting Started

Within the help system, navigation buttons are displayed in the panel along the top of the web page. The online Help features may be accessed on the **Help** pull-down menu by selecting **Online Help** and then **Provider**. The following list describes each of the navigation buttons:

- Click the **Contents** button to access the help system's table of contents.
- Click the **Index** button to access the help system's index.
- Click the **Search** button to access the help system's search function.
- Click the **Glossary** button to access the help system's glossary of terms.
- Click the **How Do I** button display a list of all How Do I topics within the help system.

The Contents, Index, Search, and Glossary functions are displayed in a pane on the left-hand side of the help system web page. The How Do I List is the only exception--it is displayed in this pane on the right-hand side of the web page.

To navigate to a previously displayed help topic click the web browser's **Back** button. For more information on navigating web pages, refer to your web browser's help file.

To print the currently displayed help topic, click the web browser's **Print** button. For more information on printing web pages, refer to your browser's help file.

Finding a Help Topic

Use these steps to find a help topic quickly and easily within the help system. There are four unique ways of locating a help topic. Use the method that you find most useful.

Complete the following steps to find a help topic using the table of contents:

1. Click the **Contents** button to display the help system's table of contents panel on the left-hand side of the web page.
2. Browse through the help topics, displayed by category.
3. Click a book to display the help topics it contains.
4. Click a page to display a selected help topic.

Complete the following steps to find a help topic using the index:

1. Click the **Index** button to display the help system's index panel on the left-hand side of the web page.
2. Browse through the keywords, listed alphabetically. ***OR*** Type a keyword or phrase in the text box to highlight a specific help topic.
3. Click a keyword in the index to display the help topic.

Complete the following steps to find a help topic using the search:

1. Click the **Search** button to display the help system's search panel on the left-hand side of the web page.
2. Type a keyword or phrase in the text box.
3. Click the GO button to begin the search.
4. Browse through the list of returned topics, sorted alphabetically.
5. Click a topic in the list to display a selected help topic.

Complete the following steps to find a How Do I help topic using the How Do I List:

1. Click the **How Do I** button to display the help system's *How Do I List* on this side of the web page.
2. Browse through the list of topics, displayed alphabetically.
3. Click a topic in the list to display the selected help topic.

Note: When you have found the help topic you were looking for using one of the methods listed above, you can click on the button to hide the left-hand panel. This is displayed if using Microsoft Internet Explorer. Closing this frame is not allowed in Netscape.

Changing User Password Information

Use these instructions to change your user password information.

> **Note:** Passwords must be 7 to 10 characters long and must contain at least 1 upper case character, 1 lower case character, and 1 numeric character.

Complete the following steps to finish these instructions:

1. On the **User Options** pull-down menu, select the **Change Password** menu option. The Change Password page displays.

2. Enter **Current Password**.
3. Enter your **New Password**.
4. Enter your new password again in **Confirm New Password**.
5. Click **Submit**.

Billing Entities

Entering or Updating Billing Entity Detail Information

Use these instructions to see how to enter or update detailed information about a billing entity.

Complete the following steps to finish these instructions:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. The Billing Entity Detail page displays.

2. Enter or update the following information as necessary:
    - Phone
    - Mobile
    - Phone2
    - Phone3
    - Fax
    - Email
    - Contact
3. Click **Save**.

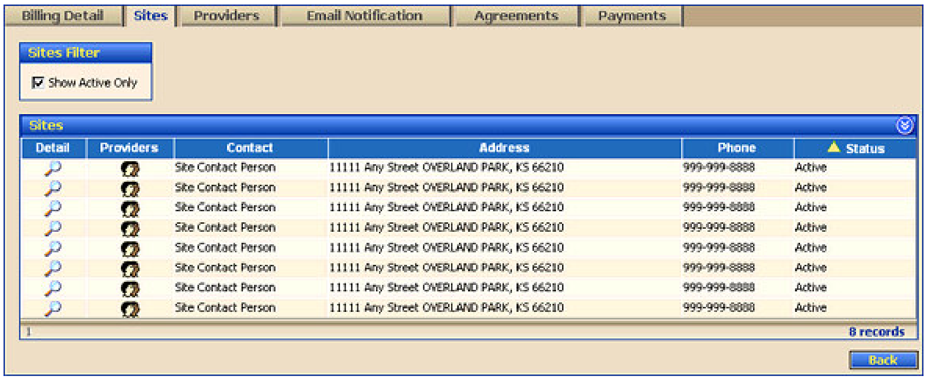
Tip: The other information displayed on this page is read-only and cannot be changed.

Viewing a List of Billing Entity Sites

Use these instructions to view a list of sites associated with a specific billing entity.

On the Billing Entity Detail page, complete the following steps to finish these instructions:

1. Click the **Sites** tab. The Billing Entity Sites page displays.



2. View a list of the sites currently associated with the billing entity in the **Sites** table.

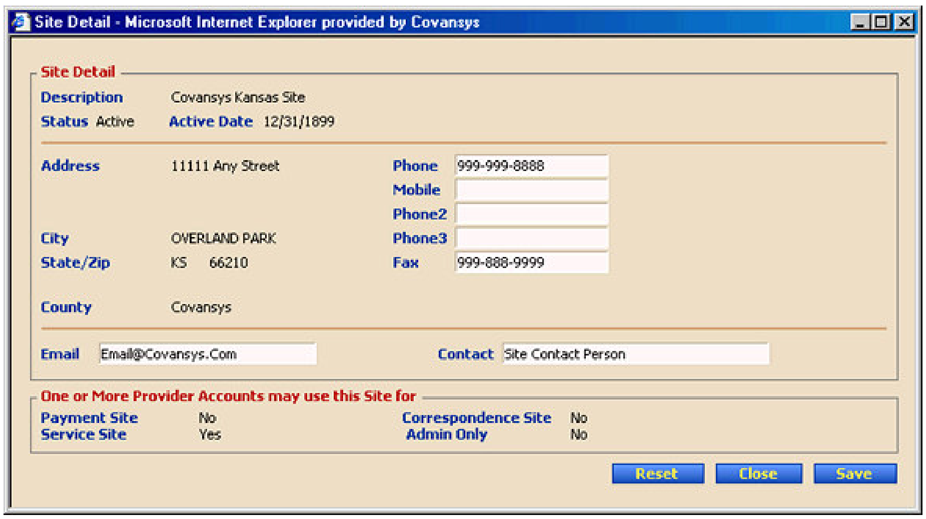
Tip: You can click the **Show Active Only** check box to view only the sites that are currently active.

Viewing and/or Updating a Billing Entity's Site Detail Information

Use these instructions to view and/or update site-specific detail information for a billing entity.

On the Billing Entity Sites page, complete the following steps to finish these instructions:

1. Click the magnifying glass icon in the **Detail** column for a specific site. The Site Detail page displays.



Note: To update the site's detail information, complete the remaining steps in these instructions.

2. Update the following information as necessary:
   - Phone
   - Mobile
   - Phone2
   - Phone3
   - Fax
   - Email
   - Contact
3. Click **Save**.

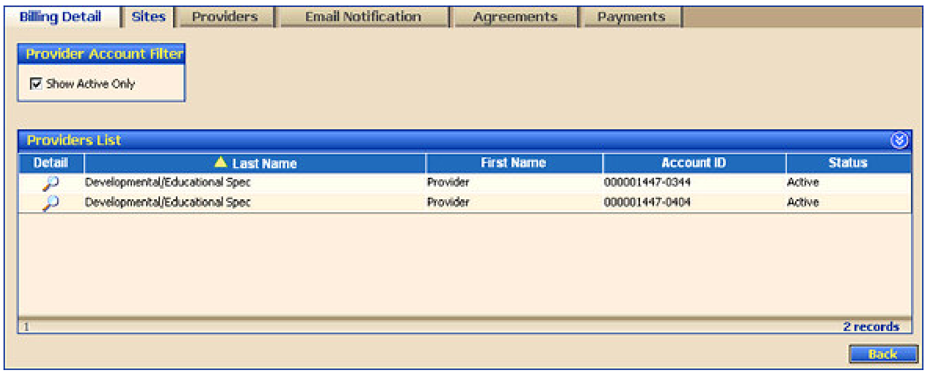
Tip: The other information displayed on this page is read-only and cannot be changed.

Viewing a List of Billing Entity Providers by Site

Use these instructions to view all the providers who use a specific site for service, correspondence or payments.

On the Billing Entity Sites page, complete the following steps to finish these instructions:

1. Click the **Providers** icon next to a specific site in the **Sites** table. The Billing Entity Provider List by Site page displays.



2. View a list of the providers currently associated with the site in the **Providers List** table.

Tip: You can click the **Show Active Only** check box to view only the providers that are currently active.

Viewing Detailed Information for a Billing Entity Provider by Site

Use these instructions to view detailed information about a billing entity provider by site.

On the Billing Entity Provider List by Site page, complete the following steps to finish these instructions:

1. Click the icon in the **Detail** column for a specific provider. The Provider Account Detail page displays.

2. View the provider's detail information.

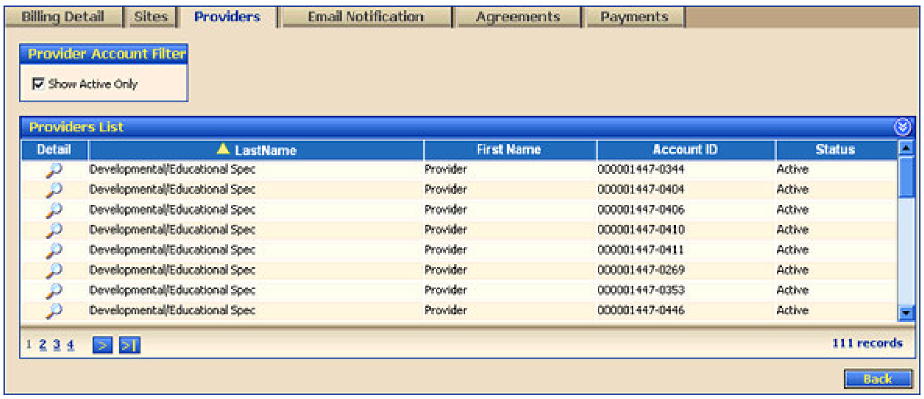
Tip: The information displayed on this page is read-only and cannot be changed within the Provider Account Management system Contact the CRO Provider Enrollment team to make changes.

Viewing a List of Billing Entity Providers

Use these instructions to view a list of all the provider accounts that use a specific billing entity's Tax ID number, and/or to view a list of all the provider accounts whose payments are paid to a specific billing entity.

On the Billing Entity Sites page, complete the following steps to finish these instructions:

1. Click the **Providers** tab. The Billing Entity – Provider List page displays.



2. View a list of the providers currently associated with the site in the **Providers List** table.

Tip: You can click the **Show Active Only** check box to view only the providers that are currently active.

Viewing Detailed Information for a Billing Entity Provider

Use these instructions to view detailed information about a billing entity provider.

On the Billing Entity – Provider List page, complete the following steps to finish these instructions:

1. Click the icon in the **Detail** column for a specific provider. The Provider Account Detail page displays.

2. View the provider's detail information.

Tip: The information displayed on this page is read-only and cannot be changed.

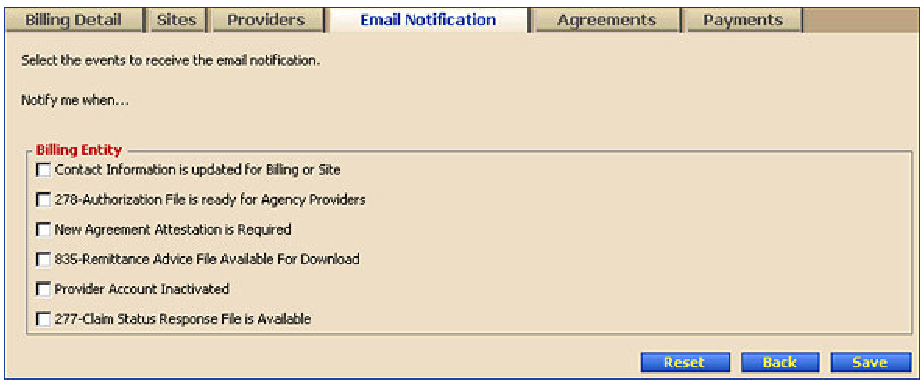
Viewing and/or Updating a Billing Entity's Email Notifications

Use these instructions to view and/or update a billing entity's email notification triggers.

Note: Email notifications are sent to the email address listed on the Billing Entity Detail page. If an email notification is selected and a corresponding email address does not exist, an email notification will not be sent.

On the Billing Entity – Provider List page, complete the following steps to finish these instructions:

1. Click the **Email Notification** tab. The Billing Entity Email Notification page displays.



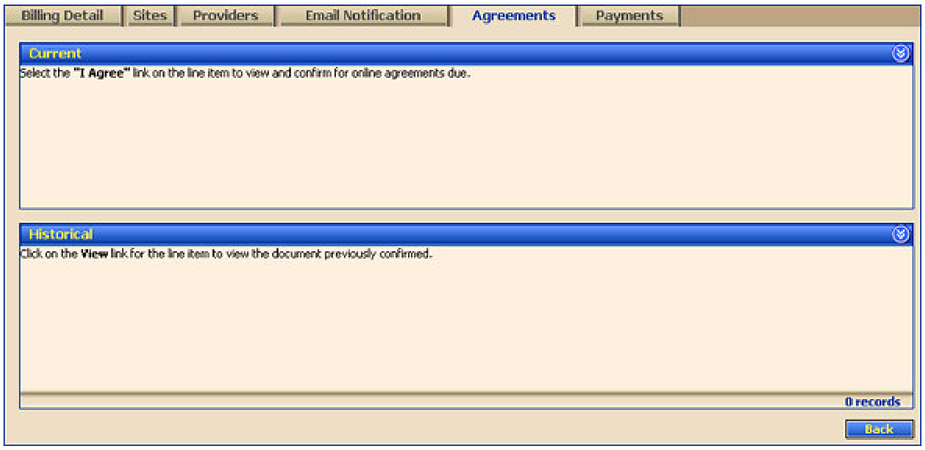
2. Update the following check box selections as necessary:
   - *Contact Information is updated for Billing or Site* > By selecting this notification, an e-mail will be sent to the e-mail address on file when a change has been made to the contact information.
   - *278-Authorization File is ready for Agency Providers* > By selecting this notification, an e-mail will be sent to the e-mail address on file when a 278 Authorization File is generated. This only applies to providers who have elected EDI/batch billing.
   - *New Agreement Attestation is Required* > By selecting this notification, an e-mail will be sent to the e-mail address on file when the provider has a new agreement to attest.
   - *835-Remittance Advice File Available For Download* > By selecting this notification, an e-mail will be sent to the e-mail address on file when a 835 Remittance Advice File is generated. This only applies to providers who have elected EDI/batch billing.
   - *Provider Account Inactivated* > By selecting this notification, an e-mail will be sent to the e-mail address on file when the provider's account is inactivated.
3. Click **Save**.

Viewing and/or Updating a Billing Entity's Payee Agreements

Use these instructions to view and/or update a billing entity's payee agreements.

On the Billing Entity Email Notification page, complete the following steps to finish these instructions:

1. Click the **Agreements** tab. The Payee Agreements page displays.



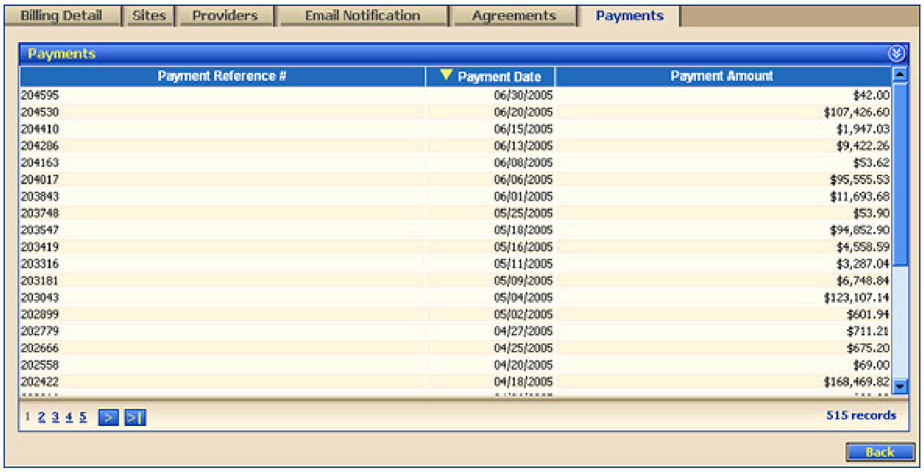
2. To update current payee agreements, select the **I Agree** link under **Current** to view and confirm a specific agreement.
3. To view detailed information about historical payee agreements, select the **PDF** link under **Historical**.

Viewing a List of Payments for a Billing Entity

Use these instructions to view a list of payments associated with a specific billing entity.

On the Payee Agreements page, complete the following steps to finish these instructions:

1. Click the **Payments** tab. The [Payments]() page displays.



Payment Reference #	Payment Date	Payment Amount
204595	06/30/2005	$42.00
204530	06/20/2005	$107,426.60
204410	06/15/2005	$1,947.03
204286	06/13/2005	$9,422.26
204163	06/08/2005	$53.62
204017	06/06/2005	$95,555.53
203843	06/01/2005	$11,693.68
203748	05/25/2005	$53.90
203547	05/18/2005	$94,852.90
203419	05/16/2005	$4,558.59
203316	05/11/2005	$3,287.04
203181	05/09/2005	$6,748.84
203043	05/04/2005	$123,107.14
202899	05/02/2005	$601.94
202779	04/27/2005	$711.21
202666	04/25/2005	$675.20
202558	04/20/2005	$69.00
202422	04/18/2005	$168,469.82

2. View a list of the payments currently associated with the billing entity in the **Payments** table.

Provider Accounts

Entering or Updating Provider Account Detail Information

Use these instructions to see how to enter or update detailed information about a provider's account.

> **Tip:** A provider may have multiple provider accounts if the provider bills for services using multiple Tax ID numbers.

Complete the following steps to finish these instructions:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays and then select **Billing Detail**.
2. Select the **Providers** tab and then the magnifying glass icon next to the provider's name. The Provider Account Detail page displays.

3. Enter or update the following information as necessary:
   - Phone
   - Mobile
   - Phone2
   - Phone3
   - Fax
   - Email
4. Click **Save**.

> **Tip:** The other information displayed on this page is read-only and cannot be changed.

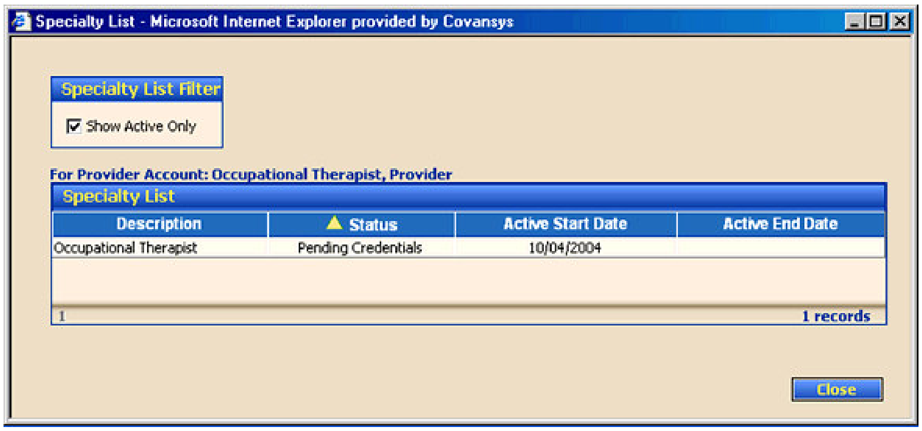
Viewing a Provider's Specialty List

Use these instructions to see how to view a list of a provider's specialties.

Note: The provider will need to contact the CRO to make changes to the specialties associated with the provider account.

On the Provider Account Detail page, complete the following steps to finish these instructions:

1. Click **Specialty List** button below the account detail information. The Specialty List page displays.



2. View the provider's specialties.

Tip: The information displayed on this page is read-only and cannot be changed.

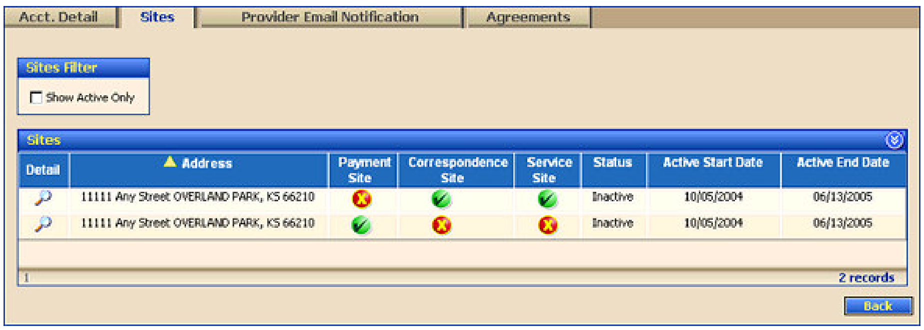
Viewing a List of Provider Account Sites

Use these instructions to view a list of sites associated with a specific provider account.

Note: The provider will need to contact the CRO to make changes to the sites used by the provider account.

On the Provider Account Detail page, complete the following steps to finish these instructions:

1. Click the **Sites** tab. The Provider Account – Site List page displays.



2. View a list of the sites currently associated with the provider account in the table.

Tip: The information displayed on this page is read-only and cannot be changed.

Viewing a Provider Account's Site Detail Information

Use these instructions to view detailed information about a specific site currently associated with a provider account.

On the Provider Account – Site List page, complete the following steps to finish these instructions:

1. Click the icon in the **Detail** column for a specific site. The Provider Account - Site Detail page displays.

2. View the provider account's site detail information.

Tip: The information displayed on this page is read-only and cannot be changed.

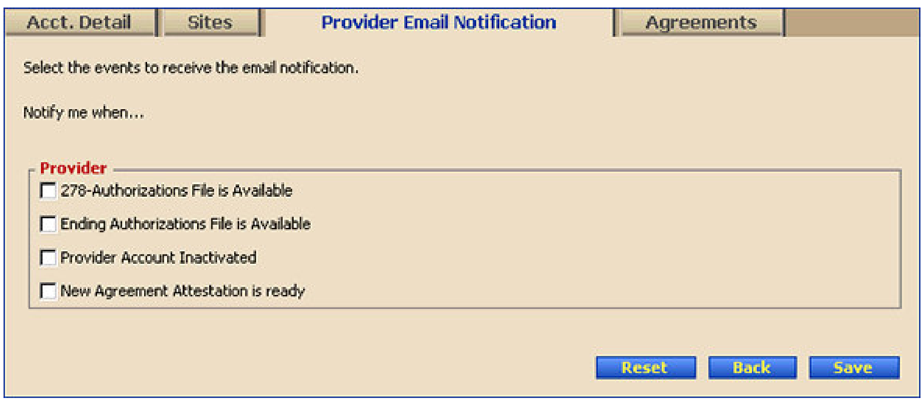
Viewing and/or Updating a Provider Account's Email Notifications

Use these instructions to view and/or update a provider account's email notification triggers.

> **Note:** Email notifications are sent to the email address listed on the Provider Account Detail page. If an email notification is selected and a corresponding email address does not exist, an email notification will not be sent.

On the Provider Account – Site List page, complete the following steps to finish these instructions:

1. Click the **Provider Email Notification** tab. The Provider Email Notifications page displays.



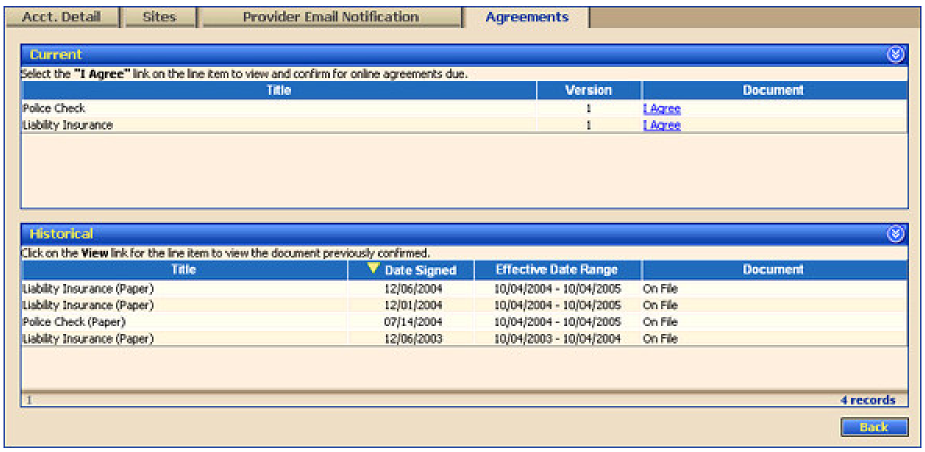
2. Update the following check box selections as necessary:
   - 278-Authorization File is Available
   - Ending Authorizations File is Available
   - Provider Account Inactivated
   - New Agreement Attestation is ready
3. Click **Save**.

Viewing and/or Updating a Provider Account's Agreements

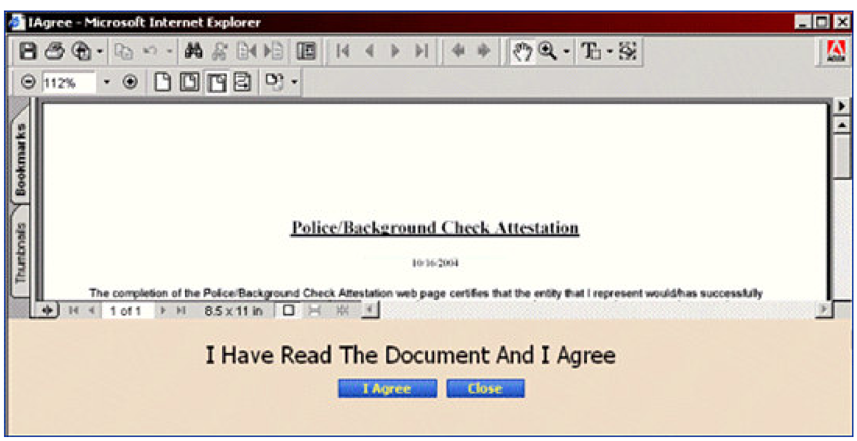
Use these instructions to view and/or update the agreements required between the provider and the CRO for the enrollment of the provider account.

On the Provider Email Notifications page, complete the following steps to finish these instructions:

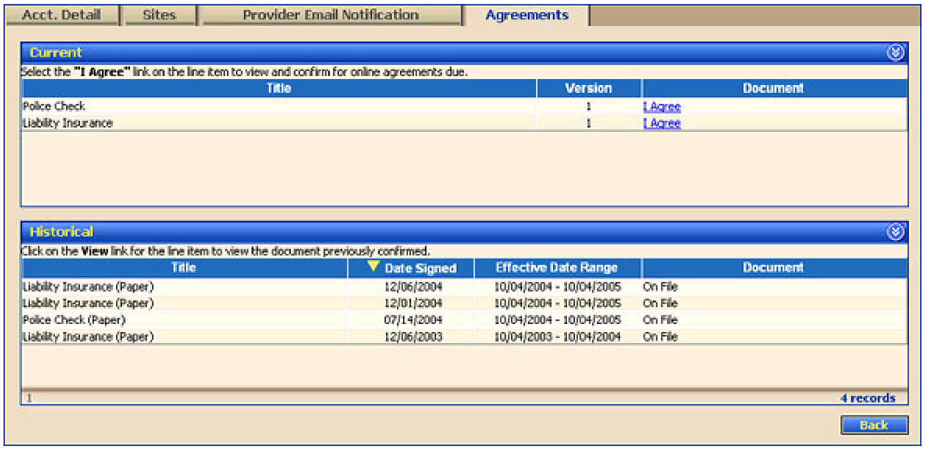
1. Click the **Agreements** tab. The Provider Account Agreements page displays.



2. To update current payee agreements, select the **I Agree** link under **Current** to view and confirm a specific agreement. The I Agree page for provider accounts displays when clicked.



3. Click **I Agree**. The Provider Account Agreements page displays and the **Historical** table is refreshed to display the newly "agreed to" document.



4. To view detailed information about historical payee agreements, select the **PDF** link under **Historical**.

Claims

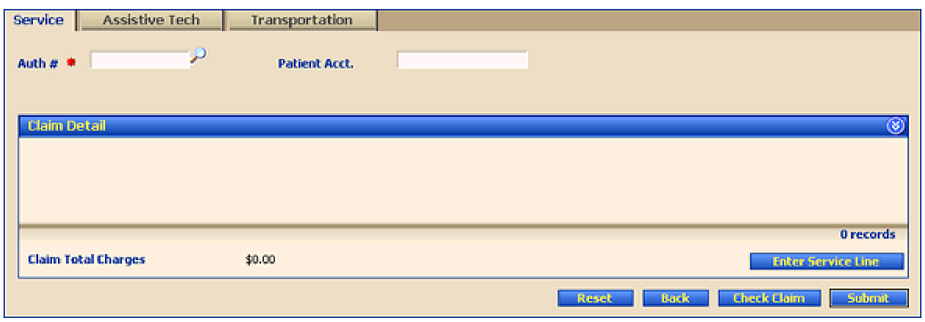
Entering, Updating, and Checking an Online Claim

Use these instructions to enter, update, and check an online claim.

Note: The claims entry page is displayed by using a variety of methods. These instructions will guide you using all available methods. Therefore, depending on which method is used to access the claims entry page, some of the steps in these instructions may be optional.

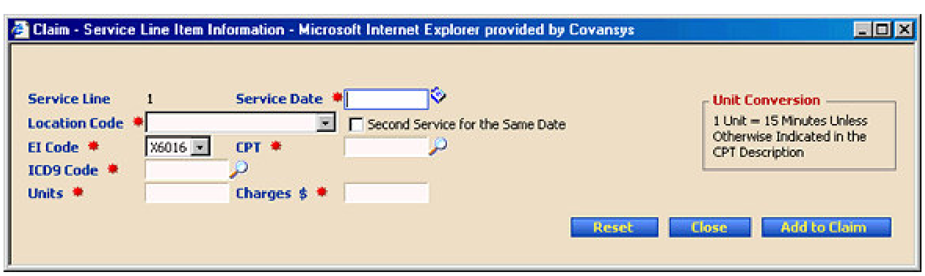
Complete the following steps to finish these instructions:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The Claim Entry (Service tab) page displays.
3. If necessary, enter the full **Authorization Number** or search for an authorization. For more information, see How Do I Search for an Authorization.



4. Select the **Enter Service Line** button to add the detail line items for this claim. The claim entry page (specific to the service line you are adding) displays.
5. Complete all of the required information on this page to enter a line for the claim. Fields marked with an asterisk (*) are required.

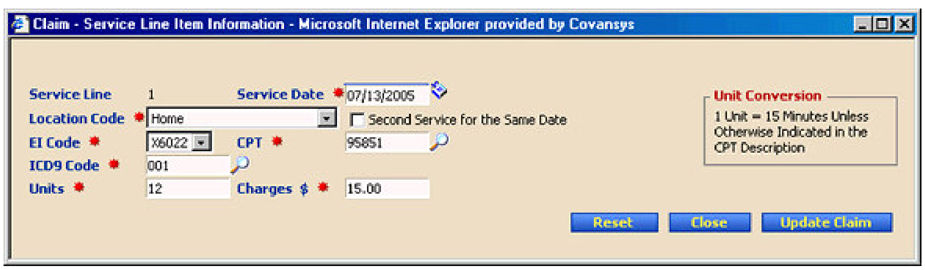
   NOTE: Enter the total charges for the service; not per unit charge.



6. Click **Add to Claim** to save your information.

Tip: All line items are displayed for the claim. The total dollar value of all of the line items on the claim is displayed in **Claim Total Charges** at the bottom of the page. A **Detail** icon is available for each line item. You can click the **Detail** icon to edit a specific line item. Or, you can click the **Delete** icon to remove a specific line item from the claim.

7. Click the icon in the **Detail** column for a specific line item. The claim update page (specific to the service line you are updating) displays.
8. Update any of the information on this page as necessary. Remember, fields marked with an asterisk (*) are required and cannot be left blank.



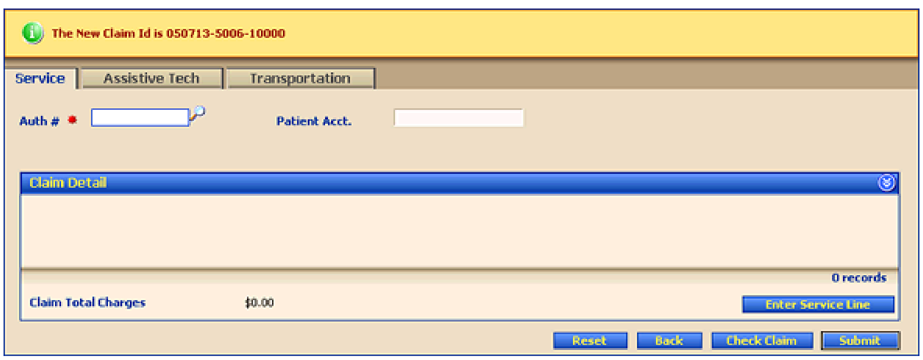
9. Click **Update Claim** to save your changes.

Tip: You can also click **Close** to exit the page without saving any changes, or click **Reset** to undo any changes made on the page and restore the previously saved information.

10. Click **Check Claim** to perform the application's validation edits on the claim without submitting the claim. (You can still update the claim if necessary when checking a claim.)

Tip: After the system validation edits are complete, you are shown whether the claim will pass or fail when it is submitted. At this point the claim has not been saved to the database and may be corrected if necessary. Individual line items may still be added to the claim, updated on the claim, or deleted from the claim. The **Check Claim** button may be clicked multiple times to perform many checks on the claim until the claim is actually submitted.

11. Once the claim entry is complete and has been checked thoroughly, click **Submit** to save the claim to the database.



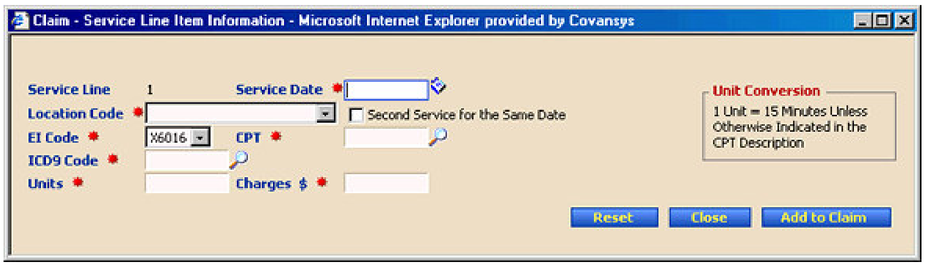
Note: A claim that has been submitted to the database may still be updated after submission by clicking the **Correct Claim** button on the Claim Detail page. However, once the claim status is **Paid**, the claim can no longer be corrected.

Entering a Service Line to a Claim

Use these instructions to enter a service line item to a claim.

On the Claim Entry (Service tab) page, complete the following steps to finish these instructions:

1. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
2. Click **Enter Service Line**. The Claim – Service Line Item Information page displays.



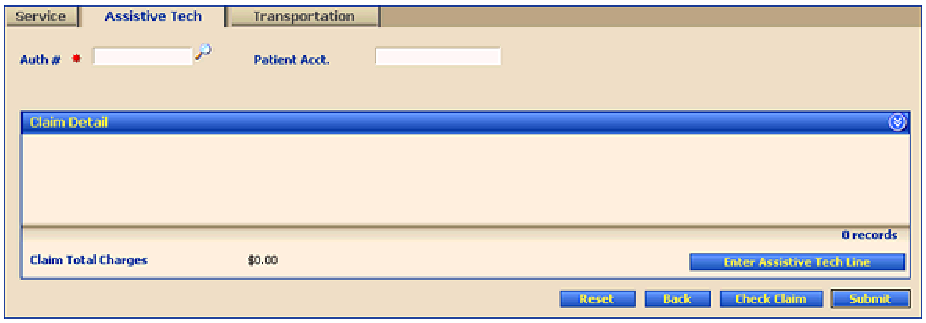
3. Enter the **Service Date**. You can click the icon to select the date from a calendar.
4. Select a **Location Code** for the service line.
5. If applicable, select the **Second Service for the Same Date** check box.
6. View the **EI Code** for the authorization. This information is read-only and cannot be changed.
7. Enter the **CPT** code for the service line. You can click the icon to search for a specific CPT, then select a specific CPT in the **Select CPT** table.
8. Enter the **ICD9 Code** for the service line. You can click the icon to search for a specific ICD9, then select a specific ICD9 in the **Select ICD9 Code** table.
9. Enter the **Units**. 1 unit equals 15 minutes of service time.
10. Enter the **Charges $**.
11. Click **Add to Claim**.

Entering an Assistive Tech Line to a Claim

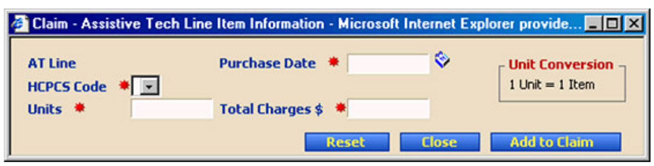
Use these instructions to enter an Assistive Tech line item to a claim.

On the Claim Entry (Service tab) page, complete the following steps to finish these instructions:

1. Click the **Assistive Tech** tab. The Claim Entry (Assistive Tech tab) page displays.



2. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
3. Click **Enter Assistive Tech Line**. The Claim – Assistive Tech Line Item Information page displays.



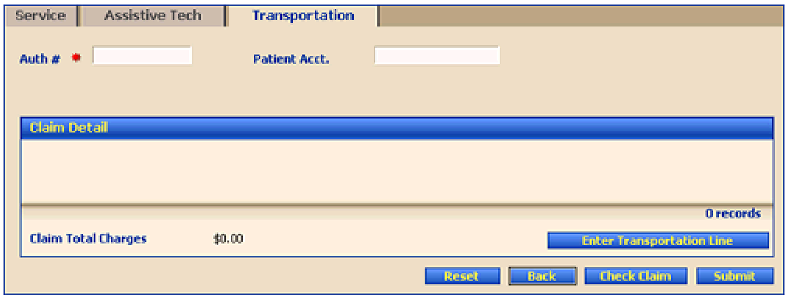
4. Enter the **Purchase Date**. You can click the icon to select the date from a calendar.
5. Select the **HCPCS Code** for the Assistive Tech line.
6. Enter the **Units**. 1 unit equals 1 item.
7. Enter the **Total Charges $**.
8. Click **Add to Claim**.

Entering a Transportation Line to a Claim

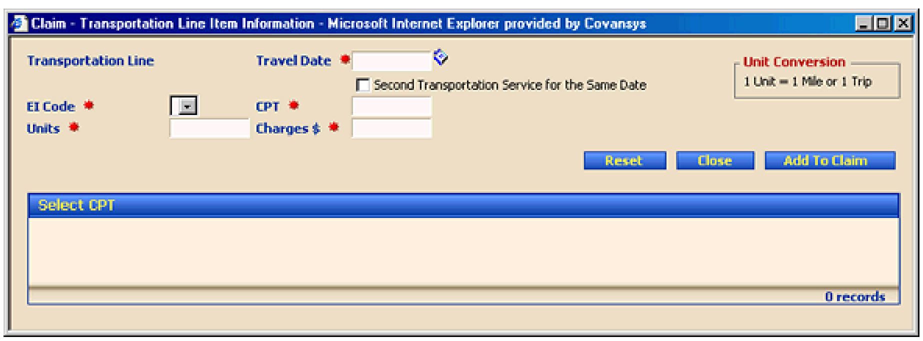
Use these instructions to enter a transportation line item to a claim.

On the Claim Entry (Assistive Tech tab) page, complete the following steps to finish these instructions:

1. Click the **Transportation** tab. The Claim Entry (Transportation tab) page displays.



2. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
3. Click **Enter Transportation Line**. The Claim – Transportation Line Item Information page displays.



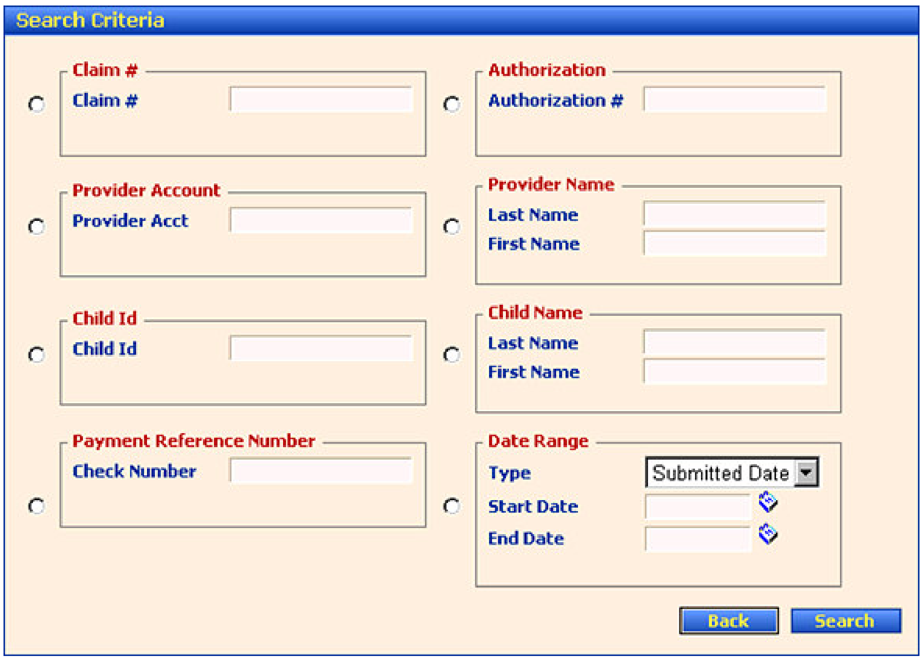
4. Enter the **Travel Date**. You can click the icon to select the date from a calendar.
5. If applicable, select the **Second Transportation Service for the Same Date** check box.
6. Select the **EI Code** for the transportation line.
7. Enter the **CPT** code for the transportation line.
8. Enter the **Units**. 1 unit equals 1 mile or 1 trip.
9. Enter the **Charges $**.
10. In the **Select CPT** table, select a CPT to insert for the transportation line as necessary.
11. Click **Add to Claim**.

Searching for a Claim

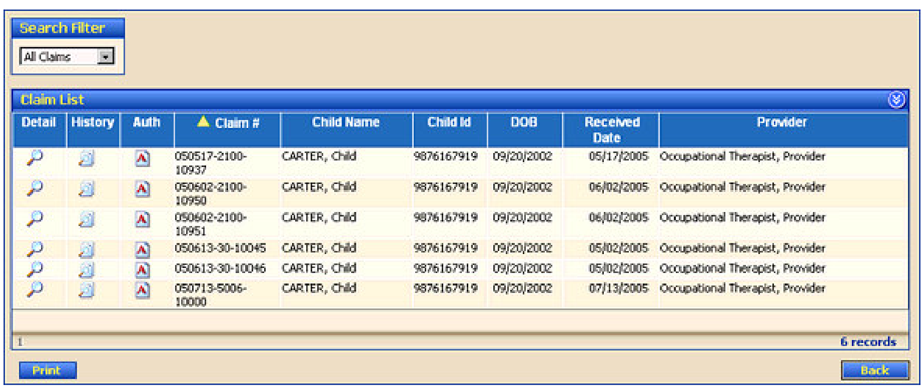
Use these instructions to search for a claim that currently exists within the database.

Complete the following steps to finish these instructions:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



4. Select the appropriate radio button and enter filter criteria in the following radio button fields as necessary to perform a search. Only one search criteria may be selected.
    - Claim #
    - Authorization #
    - Provider Acct
    - Provider Name
        - Last Name (Provider)
        - First Name (Provider)
    - Child Id
    - Child Name
        - Last Name (Child)
        - First Name (Child)
    - Check Number
    - Date Range
        - Type
        - Start Date
        - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays a list of claims that match the specified search criteria.



Detail	History	Auth	Claim #	Child Name	Child Id	DOB	Received Date	Provider
			050517-2100-10937	CARTER, Child	9876167919	09/20/2002	05/17/2005	Occupational Therapist, Provider
			050602-2100-10950	CARTER, Child	9876167919	09/20/2002	06/02/2005	Occupational Therapist, Provider
			050602-2100-10951	CARTER, Child	9876167919	09/20/2002	06/02/2005	Occupational Therapist, Provider
			050613-30-10045	CARTER, Child	9876167919	09/20/2002	05/02/2005	Occupational Therapist, Provider
			050613-30-10046	CARTER, Child	9876167919	09/20/2002	05/02/2005	Occupational Therapist, Provider
			050713-5006-10000	CARTER, Child	9876167919	09/20/2002	07/13/2005	Occupational Therapist, Provider

Printing a List of Claims

Use these instructions to display a printer-friendly list of claims that can be printed on your printer.

On the Claim List page, complete the following steps to finish these instructions:

1. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

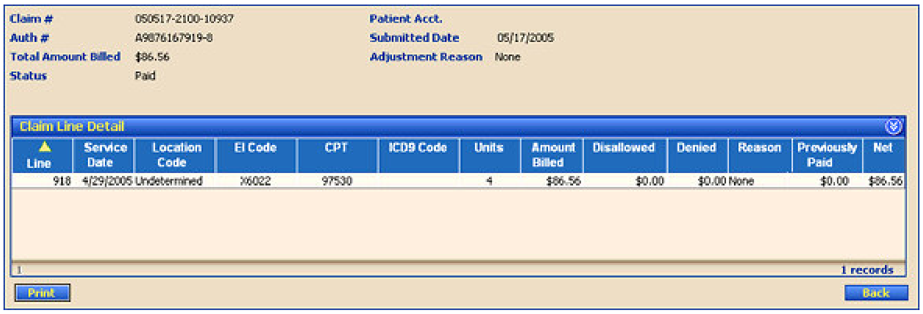
Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

Viewing the Details of a Claim from the Claim List

Use these instructions to display detailed information about a claim from the Claim List page.

On the Claim List page, complete the following steps to finish these instructions:

1. Click the icon in the **Detail** column for a specific claim. The Claim Detail page displays.



2. View the claim's detail information.

Printing the Details of a Claim

Use these instructions to display a printer-friendly page that contains detailed claim information that can be printed on your printer.

On the Claim Detail page, complete the following steps to finish these instructions:

1. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

Viewing the Details of an Authorization from the Claim List

Use these instructions to display detailed information about an authorization from the Claim List page.

On the Claim List page, complete the following steps to finish these instructions:

1. Click the **Auth** icon next to a specific claim in the **Claim List** table. The Authorization Detail page displays.

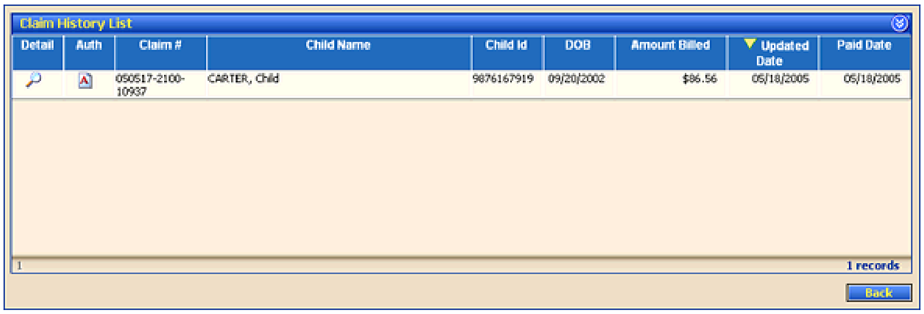
2. View the authorization's detail information.

Viewing the History of a Claim

Use these instructions to display a complete history of a claim.

On the Claim List page, complete the following steps to finish these instructions:

1. Click the **History** icon next to a specific claim in the **Claim List** table. The Claim History List page displays.



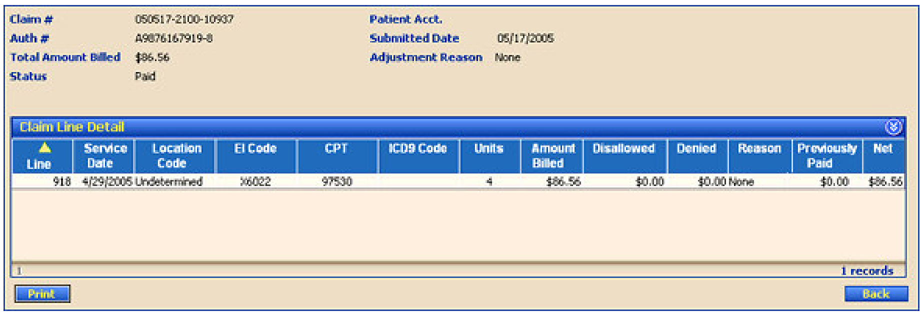
2. View the claim's historical information.

Viewing the Details of a Claim from the Claim History List

Use these instructions to display detailed information about a claim from the Claim History List page.

On the Claim History List page, complete the following steps to finish these instructions:

1. Click the icon in the **Detail** column for a specific claim. The Claim Detail page displays.



2. View the claim's detail information.

Viewing the Details of an Authorization from the Claim History List

Use these instructions to display detailed information about an authorization from the Claim History List page.

On the Claim History List page, complete the following steps to finish these instructions:

1. Click the icon next to a specific claim in the **Claim History List** table. The Authorization Detail page displays.

2. View the authorization's detail information.

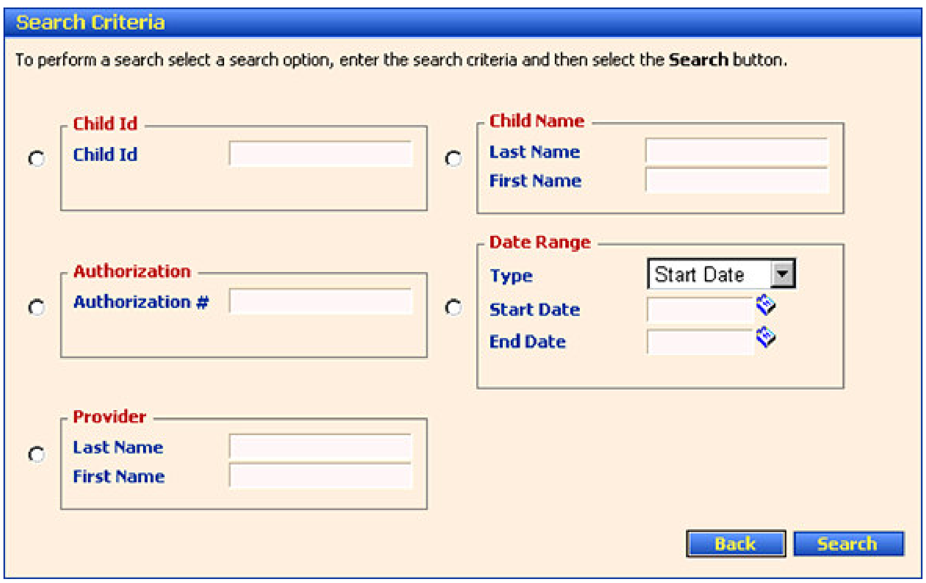
Authorizations

Searching for an Authorization

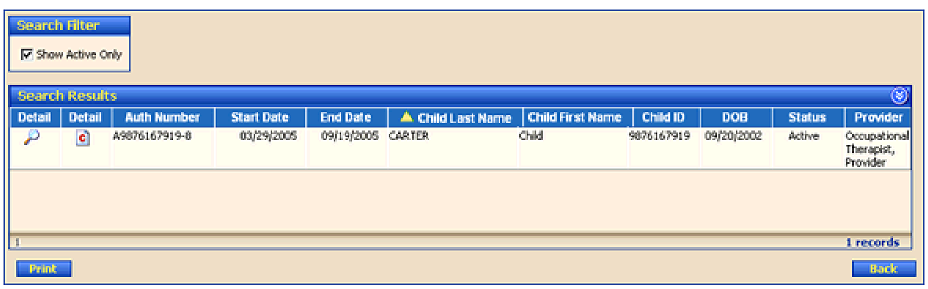
Use these instructions to search for an authorization that currently exists within the database.

Complete the following steps to finish these instructions:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.



4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search: Only one search criteria may be selected.
    - Claim #
    - Authorization #
    - Provider Acct
    - Provider Name
        - Last Name (Provider)
        - First Name (Provider)
    - Child Id
    - Child Name
        - Last Name (Child)
        - First Name (Child)
    - Check Number
    - Date Range
        - Type
        - Start Date
        - End Date
5. Click **Search** to perform a search based on the filter criteria entered. The Authorization List page displays a list of claims that match the specified search criteria.



Printing a List of Authorizations

Use these instructions to display a printer-friendly list of authorizations that can be printed on your printer.

On the Authorization List page, complete the following steps to finish these instructions:

1. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

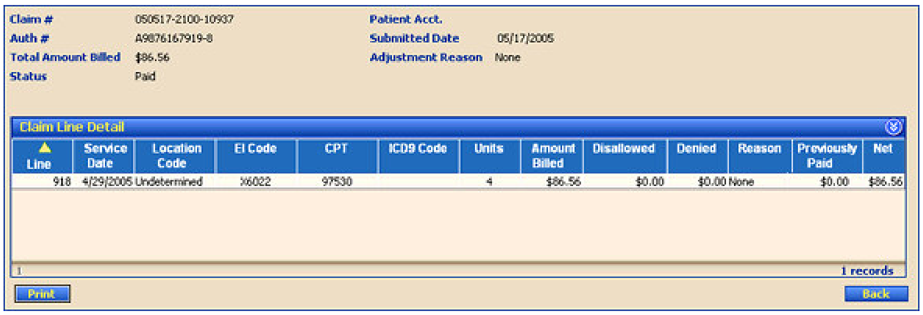
Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

Viewing the Details of a Claim from the Authorization List

Use these instructions to display detailed information about a claim from the Authorization List page.

On the Authorization List page, complete the following steps to finish these instructions:

1. Click the claim icon in the **Detail** column for a specific claim. The Claim Detail page displays.



2. View the claim's detail information.

Viewing the Details of an Authorization from the Authorization List

Use these instructions to display detailed information about an authorization from the Authorization List page.

On the Authorization List page, complete the following steps to finish these instructions:

1. Click the icon in the **Detail** column for a specific authorization. The Authorization Detail page displays.

2. View the authorization's detail information.

Printing the Details of an Authorization

Use these instructions to display a printer-friendly page that contains detailed authorization information that can be printed on your printer.

On the Authorization Detail page, complete the following steps to finish these instructions:

1. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

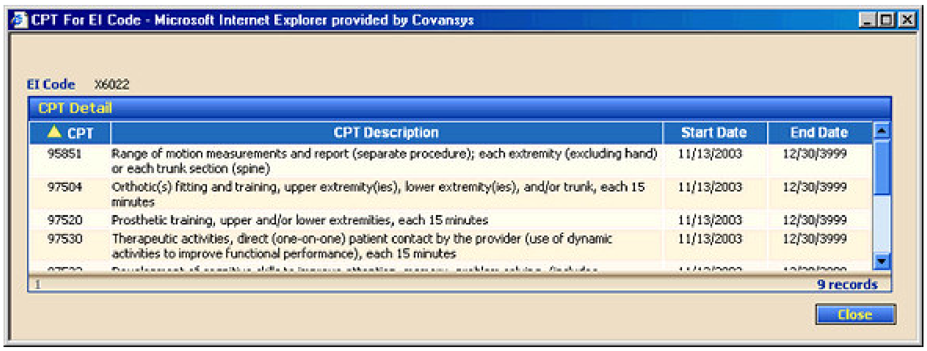
> **Note:** Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

Viewing CPT Information for an Authorization

Use these instructions to view CPT information for a specific authorization.

On the Authorization Detail page, complete the following steps to finish these instructions:

1. Click the **CPT** link next to a specific authorization in the **Authorization Line** table. The CPT page displays.



2. View the authorization's CPT information.